

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Notice PS-375

**For:** State and County Offices

**Copying Price Support History Diskettes to Tape  
and Backing-up Price Support Tables to Tape**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A**

**History Files  
Background**

After new AS/400 computers are installed in County Offices, files from the AS/400 hard drive (HD):

- **cannot** be backed-up to **diskettes**
- **must** be backed-up to **tape** cartridges (tape).

Notice PS-365 provided instructions for backing-up the automated price support system (APSS) history files (APK205) to tape during Start-of-Day. County Offices with price support activity have some transactions backed-up to APK205 diskettes that may be needed to:

- process a correction, according to 12-PS, Part 17
- restore APSS transactions to HD of an operational System A/36 or AS/400.

County Release No. 446 provided software for copying APK205:

- diskettes to tape using System A/36
- tapes to the AS/400 HD.

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**Disposal Date**

September 1, 2001

**Distribution**

State Offices; State Offices relay to County  
Offices

## 1 Overview (Continued)

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### B

#### Price Support Tables Background

County Offices have had a long-standing, but seldom used, capability to back-up and then restore APSS tables from diskette to HD, according to 14-PS, paragraphs 952 and 938.

County Release No. 444 revised that process to now allow for **only** County-Maintained Table File:

- backups to tape
- restorations from tape to HD.

After County Release No. 444 has been installed:

- County-Maintained Table files **cannot** be restored to HD from diskettes
  - KCMO-Maintained Table Files **cannot** be backed-up to tape.
- 

### C

#### Purpose

This notice provides County Offices with instructions for:

- copying APK205 diskettes to tape, according to paragraph 2, by:
  - using an operational System A/36 in your own County Office
  - the State Office, if it has an operational System A/36
  - another County Office that has an operational System A/36
- sending APK205 diskettes to the National Help Desk (NHD) to be copied to tape, according to paragraph 3
- using revised APSS System Control software provided in County Release No. 446 to receive a APK205 tape on the AS/400 that was created by “another site”, according to paragraph 4

**Important:** As used in this notice, “another site” means any operational System A/36 used to copy APK205 diskette to tape, whether it is your State Office, your own County Office, another County Office, or NHD.

- backing-up or restoring County-Maintained Table Files using tapes according to paragraph 5.
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## Notice PS-375

### 1 Overview (Continued)

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#### D

##### Guidelines for Copying APK205's

County Offices that:

- have an operational System A/36 and have:
    - time and resources can elect to copy all of their APK205 diskettes to tape
    - limited time and resources can elect to copy only the most recent APK205 diskettes to tape, and retain older diskettes for copying as needed
  - do **not** have an operational System A/36, and who need to have an APK205 diskette copied to tape to enable the processing of a correction, should send **only** the diskette(s) needed for the correction to:
    - another County Office, according to subparagraph 2 H
    - NHD, according to paragraph 3.
- 

#### E

##### Electing to Retain a System A/36 for Sole Purpose of Copying Diskettes to Tape

Retention of an operational System A/36 in a County Office, after an AS/400 is operational, **must** be:

- for the **sole** purpose of copying APK205 diskettes to tape
- authorized in writing by:
  - the applicable State Office
  - the applicable Automation Specialist
  - an authorized representative of ITSD.

**Important:** After an AS/400 is operational in a County Office, **all** program transactions **must** be processed on the AS/400, except for copying APK205 diskettes to tape according to this notice.

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## Notice PS-375

### 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices

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#### A

#### Accessing Revised System Control Functions

As long as a System A/36 is operational in a County Office, that County Office can use its System A/36 to copy APK205's from diskette to tape. Follow this table to access the price support System Control Subsystem to copy APK205 diskette to tape.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"><li>• ENTER "13", "Price Support"</li><li>• PRESS "Enter".</li></ul>	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none"><li>• ENTER "11", "System Control Functions"</li><li>• PRESS "Enter".</li></ul>	The revised Price Support System Control Main Menu PKA000 will be displayed according to subparagraph B.

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## Notice PS-375

### 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)

#### B

#### Revised System Control Menu PKA000

Installation of County Release No. 446 provides the **revised** price support System Control Main Menu PKA000 according to this example.

COMMAND	PKA000	#1
Price Support - System Control Main Menu		
-----		
1. Prepare Report Of Price Support History Diskettes/Tape Cartridges		
2. Process Price Support History Diskettes/Tape Cartridges		
3. KCMO/SUAB Instructed File Save As Per FSA Handbook 14-PS Paragraph 1344		
4. Control Price Support Transmission Data		
5. Re-activate A Previously Archived Price Support Loan/LDP		
6. Process Cotton Bale Data Files		
7. Balance Accounting And Price Support Loan Summary Data		
20. Return To Application Primary Menu		
21. Return To Application Selection Screen		
22. Return To Office Selection Screen		
23. Return To Primary Selection Menu		
24. Sign Off		
Cmd3=Previous Menu		
Enter option and press "Enter".		

To initiate the process of copying APK205 diskette from the System A/36 disk drive to tape:

- on Menu PKA000, ENTER “2”, “Process Price Support History Diskettes/Tape Cartridges”
- PRESS “Enter”. The Offline History Control Menu PKA012 will be displayed according to subparagraph C.

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## Notice PS-375

### 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)

#### C

#### Offline History Menu PKA012

This is an example of revised Offline History Control Menu PKA012.

COMMAND	PKA012	#1
Price Support - Offline History Control Menu		
-----		
1. Copy Permanent Price Support History Diskettes		
2. Transfer Price Support History Diskettes To Tape Cartridge		
3. Transfer An AS400 Site's History Diskettes To Tape Cartridge		
4. Receive A Price Support History Tape Cartridge Created At Another Site		
* 5. Initialize/Reuse Closed Crop Year Price Support History Tape Cartridges		
20. Return To Application Primary Menu		
21. Return To Application Selection Screen		
22. Return To Office Selection Screen		
23. Return To Primary Selection Menu		
24. Sign Off		
Cmd3=Previous Menu		*=Option currently not available.
Enter option and press "Enter".		

On Menu PKA012, to transfer APK205's from diskette to tape:

- for:
  - **your own** County Office while your System A/36 is operational, ENTER "2", "Transfer Price Support History Diskettes to Tape Cartridge"
  - **another** County Office site for which an AS/400 has been installed and their System A/36 is **not** operational, ENTER "3", "Transfer an AS400 Site's History Diskettes to Tape Cartridge"

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**2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)**

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**C**

**Offline History  
Menu PKA012  
(Continued)**

- PRESS “Enter”, and:
  - if option “2” was selected:
    - informational Screen **PKA26513** will be displayed and instruct the user to enter a tape in tape drive
    - PRESS “Enter” again, and Screen **PKA26102** will be displayed
    - go to subparagraph D

**Note:** See Notice PS-365, paragraph 3 for tape information.

- if option “3” was selected, Screen **PKA26517** will be displayed. Go to subparagraph H.

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## Notice PS-375

### 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)

#### D

#### Diskette Listing Screen PKA26102

This is an example of the **new** APSS System Control Subsystem Screen **PKA26102** that lists **all** of the applicable County Office's APK205 diskettes for **active** crop years.

```
Price Support                                093-B@FLOYD                                PKA26102
Select History Diskette Set Screen          Version: AA02 10-31-00 9:38 Term #2
-----
Price Support History Diskette Sets (Active Crop Years Only)

Sel Diskette    Sel Diskette    Sel Diskette
(S)  Date      (S)  Date      (S)  Date
03-06-2000      01-19-2000      01-06-2000
12-17-1999      12-04-1999      11-19-1999
11-08-1999      10-12-1999      08-31-1999
08-02-1999      07-23-1999      05-20-1999
04-12-1999      03-18-1999      02-19-1999
01-13-1999      12-10-1998      11-25-1998
10-19-1998      09-25-1998      07-20-1998
05-07-1998      01-16-1998

Enter (S) To Select A Single Diskette Set. Then Press "Enter".
NOTE: Any Diskette Sets Dated 1997 Or Earlier May Be Recycled Or Disposed Of.
Enter=Continue Roll=Page Cmd7=End
```

To continue the process of copying APK205 diskette to tape:

- ENTER "S" to select a single diskette set on Screen PKA26102

**Note:** Only 1 "S" can be entered at a time.

- PRESS "Enter". Screen **PKA26103** will be displayed according to subparagraph E.

Continued on the next page



## 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)

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### E

#### Verification Screen PKA0103

This is an example of the **new** APSS System Control Subsystem  
Screen **PKA26103** that:

- requires the user to verify the diskette set selected on the previous screen
- reminds the user to ensure that the complete set of APK205 diskettes with the applicable date is available for continuing the diskette to tape copy process.

```
Price Support                                093-B@FLOYD                                PKA26103
Transfer Diskette History To Tape Screen    Version: AA02 10-31-00 9:50  Term #2
-----
Transfer Price Support Diskette History To Tape Cartridge

You Have Selected The Price Support History Diskette Set Dated: 03-06-2000

Please Ensure That The Complete Set Of APK205 Or APK208 Diskettes
With The Above Date Is Available Before Continuing.

Enter=Continue  Cmd7=End
```

**Note:** The APK208 diskette referred to on the screens displayed in this paragraph are duplicates of APK205.

To continue the process of copying APK205 diskette to tape:

- verify the diskette set selected on the previous screen
- PRESS “Enter”. Screen **PKA26501** will be displayed according to subparagraph F.

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## 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)

### F

#### Insert Diskette Screen PKA26501

This is an example of the **new** APSS System Control Subsystem Screen **PKA26501** that instructs the user to insert the first diskette into the diskette drive of the System A/36 for copying to tape in the tape drive.

```

Price Support                                093-B@FLOYD                                PKA26501
Transfer Diskette History To Tape Screen      Version: AA02 10-31-00 9:52 Term #2
-----

Transfer Price Support Diskette History To Tape Cartridge

Insert The First Diskette Of The History Set: APK205 Or APK208
Dated 03-06-2000 Into The Diskette Drive.

Enter=Continue Cmd7=End
    
```

To continue the process of copying APK205 diskette to tape:

- insert the first diskette into the diskette drive
- PRESS "Enter".

IF the...	THEN...
<b>correct</b> diskette has been entered in the diskette drive	the copy process will run through to completion.
<b>incorrect</b> diskette, or a date that does not match the date of the actual diskette that has been inserted	Screen <b>PKA26201</b> will be displayed according to subparagraph G.

Continued on the next page

## 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)

### G VTOC Information Screen PKA26201

This is an example of the **new** APSS System Control Subsystem Screen **PKA262501** that:

- is displayed when an error occurs
- provides VTOC information for the actual diskette that has been inserted in the diskette drive
- instructs user to insert **correct** diskette into the diskette drive of the System A/36 and retry the copy to tape process.

```
Price Support          093-B@FLOYD          PKA26201
Validate Diskette VTOC Information      Version: AA02 10-31-00 10:05 Term #2
-----
```

Verify Selected Price Support History Diskette Set

Diskette Set Selected  
File Date: 03-06-2000

Actual Diskette VTOC Information:  
File Date: 08-29-2000  
File Name: A.MA.CTM  
Diskette VOLID: C19067  
Sequence Num:  
Multi-Diskette Set Ind:

Please Insert The Correct Diskette And Press "Enter" To Retry.

Enter=Continue Cmd7=End  
This Diskette File Is Not A Price Support APK205 Or APK208 History File.

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## Notice PS-375

### 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)

#### H

#### Service County Office Action

According to guidelines in subparagraph 1 D, Service County Offices can copy APK205 diskette(s) to tape for a requesting County Office. As used in this notice, “Service County” means a County Office other than your own.

To transfer APK205 diskette to tape for a requesting County Office, the Service County Office shall:

- on Menu PKA012, ENTER “3”, “Transfer An AS400 Site’s History Diskettes to Tape Cartridge”, according to subparagraph C
- PRESS “Enter”, and Screen **PKA26517** will be displayed according to this example.

Price Support	093-B@FLOYD	PKA26517
Transfer AS400 Site Diskettes To Tape	Version: AA02 10-31-00 10:10	Term #2
-----		
Transfer Price Support Diskette History To Tape Cartridge		
Materials You Should Have Received From The Requesting AS400 Site:		
1) One Or More APK205 Or APK208 History Diskette Sets (Preferably APK205's) From A Single Site, To Be Transferred To Tape Cartridge.		
2) A Blank Initialized Tape Cartridge To Receive The History Diskette Sets.		
Place The Tape Cartridge To Receive The Transferred Diskette History Into The Tape Drive At This Time.		
Enter=Continue Cmd7=End		

Follow instructions on Screen PKA26517.

To continue, PRESS “Enter”. Screen **PKA26518** will be displayed according to this subparagraph.

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## 2 Copying Archived Price Support Files from Diskettes to Tapes in County Offices (Continued)

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**H**

**Service County  
Office Action  
(Continued)**

This is an example of Screen **PKA26518** that:

- allows Service County to select APK205 diskettes from ASA/400 sites
- instructs Service County to insert APK205 diskettes into diskette drive.

Price Support	093-B@FLOYD	PKA26518
Transfer AS400 Site Diskettes To Tape	Version: AA02 10-31-00 10:13	Term #2

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Transfer Price Support Diskette History To Tape Cartridge

Select A Complete Set Of APK205 Or APK208 History Diskettes Received  
From The Requesting AS400 Site.

Place The First Diskette Of The Selected APK205 Or APK208 Set  
Into The Diskette Drive At This Time.

Enter=Continue Cmd7=End

To continue the process of copying APK205 diskette to tape:

- insert the first diskette into the diskette drive of System A/36
- PRESS “Enter”, and the copy process will run through to completion.

After all diskette(s) have been copied to tape, return the following to the requesting County Office:

- the APK205 tape
  - any screen-printed instructions needed for APK205 tape use
  - the original APK205 diskette(s).
-

### 3 NHD and Kansas City Assistance in Copying Diskettes to Tape

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#### A

#### Contacting NHD

According to guidelines in subparagraph 1 D, when a County Office cannot copy APK205 diskette(s) to tape according to the 2 methods detailed in paragraph 2, the APK205 diskette(s) must be sent to NHD to be copied to tape.

To begin the process of having NHD copy APK205 diskette to tape, County Offices shall:

- initiate the desired APSS transaction “correction” according to 12-PS, Part 17, and proceed to Screen PXA00005 that lists the dates of the diskette(s) needed for the correction
- screen print Screen PXA00005
- take a “Cmd7=End” on Screen PXA00005 to end the correction job
- call NHD at **1-800-255-2434** to:
  - advise them of the problem
  - request NHD “ticket number”
- mark NHD “ticket number” on the screen print of Screen PXA00005
- mail the screen print and the applicable APK205 history diskette(s) as follows:
  - in a diskette mailer marked:

**“SUBJECT: AS/400 Diskette Correction”**

- to:

**USDA FSA CSACD SUAB NHD  
STOP 8278  
6501 BEACON DRIVE  
KANSAS CITY MO 64133-4676.**

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**3 NHD and Kansas City Assistance in Copying Diskettes to Tape (Continued)**

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**B**

**NHD Initial  
Action**

NHD:

- will serve as the central control point for copying APK205's to tape
  - dispatcher will assign NHD "ticket number" for each County Office request for assistance according to subparagraph A and place it "On Hold"
  - will, upon receipt of APK205 diskette(s) from the requesting County Office:
    - update NHD ticket by marking it "Diskettes Received"
    - assign diskette(s) to Information Management and Processing Division, Information Service Branch (IMPD, ISB) for copying to tape.
- 

**C**

**IMPD, ISB  
Action**

IMPD, ISB will:

- create a tape copy of the APK205 diskette(s)
  - mail back to the requesting County Office:
    - the APK205 tape
    - any screen-printed instructions needed for APK205 tape use
    - the original APK205 diskette(s)
  - update NHD ticket indicating materials have been returned, and then re-assign the NHD ticket to initiating NHD dispatcher
  - when errors are encountered copying APK205 diskette(s) to tape, forward entire package to Price Support Commodity Applications Division, Commodity Loans Branch (PSCAD, CLB), and update and refer NHD ticket to PSCAD, CLB. In these cases, CLB:
    - will treat problem as a "county fix"
    - may require requesting County Office to:
      - process APSS file "save"
      - send "save" and APK208 diskettes to NHD by overnight mail
    - will download or mail, as applicable, "fix" to requesting County Office.
- 

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**3 NHD and Kansas City Assistance in Copying Diskettes to Tape (Continued)**

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**D**

**NHD Follow-up**

If requesting County Office is not timely in informing NHD of their receipt of APK205 tape and the status of applicable correction, NHD dispatcher shall:

- place follow-up call to requesting County Office
  - determine status of APSS correction, and when:
    - correction process is successful, close NHD ticket
    - additional problems are encountered, take applicable corrective actions.
-



#### 4 Receiving APK205 Tape on AS/400 Hard Drive

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##### A Receiving APK205 Tape

After APK205's have been copied to tape in your own County Office or a Service County Office according to paragraph 2, or by NHD according paragraph 3, and the APK205 tape has been returned to the requesting County Office, the requesting County Office shall process the APK205 tape to AS/400 HD. This action will restore the archived APSS transaction to the AS/400 and enable the correction to be processed.

To receive the APK205 tape:

- insert APK205 tape into the AS/400 tape drive
  - access the revised Offline History Control Menu PKA012 according to subparagraphs 2 A through C
  - on Menu PKA012, ENTER "4", "Receive a Price Support History Tape Cartridge Created at Another Site", and PRESS "Enter". Screen PKA26523 will be displayed. Go to subparagraph B.
- 

##### B Transfer Screen PKA26523

This is an example of Screen **PKA26523** for restoring APK205 tape data to the AS/400 HD.

Price Support	093-B@FLOYD	PKA26523
Transfer Diskette History To Tape Screen	Version: AA02 10-31-00 10:16	Term #2
<p>Transfer Price Support Diskette History To Tape Cartridge</p> <p>Processing The Returned "Transferred APK205 History" Tape Cartridge</p> <p>This Process Is Required To Enable The Correction Of Any Transaction That Previously Resided On Diskette, But Now Resides On This Tape.</p> <p>Insert The "Transferred APK205 History" Tape Cartridge Into The Tape Drive.</p> <p>Enter=Continue</p>		

Follow instructions on Screen PKA26523, and PRESS "Enter". Files on the returned APK205 tape will be processed to the AS/400 HD.

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## Notice PS-375

### 5 Backing Up or Restoring County-Maintained Tables Using Tapes

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#### A

#### Backing Up Tables to Tape

After County Release No. 444 has been installed, County Offices can back up County-Maintained Tables to **tape**, in a back-up process that is separate and distinct from the process of backing up or restoring the entire system.

To back-up County-Maintained Table files to tape, access Menu PAA015 according to 14-PS, paragraph 931 and follow the steps in this table.

Step	Action	Result
1	On Menu PAA015: <ul style="list-style-type: none"><li>ENTER "2", "Backup and/or Restore County Maintained Tables"</li><li>PRESS "Enter".</li></ul>	Menu PAA025 will be displayed.
2	On Menu PAA025: <ul style="list-style-type: none"><li>ENTER "1" to backup entire table that includes:<ul style="list-style-type: none"><li>Commodity Loan Rate</li><li>Offer Shipping Rate</li><li>Cotton Gin Code</li><li>Liquidated Damages Rate</li></ul></li><li>PRESS "Enter".</li></ul>	An informational screen will display the message, "Starting backup of the COUNTY MAINTAINED tables. Insert blank or reusable tape in tape drive. Do not remove the tape until you have received a message stating that the backup has been finished".
3	<ul style="list-style-type: none"><li>Insert blank tape into tape drive</li><li>PRESS "Enter".</li></ul>	Backup procedure will begin. After backup has completed, an informational screen will display: <ul style="list-style-type: none"><li>Backup of the following County-Maintained Tables is complete:<ul style="list-style-type: none"><li>T.PL.060 Offer Shipping Rate</li><li>T.PL.085 Cotton Gin Code</li><li>T.PL.075 Commodity Loan Rate</li><li>T.PL.115 Liquidated Damages Rate</li></ul></li><li>Remove tape cartridge and label it "County-Maintained Tables" with applicable screen-displayed date and time.</li></ul>
4	<ul style="list-style-type: none"><li>Label backup tape as instructed</li><li>PRESS "Enter".</li></ul>	Menu PAA025 will be redisplayed.

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## 5 Backing Up or Restoring County-Maintained Tables Using Tapes (Continued)

### B

**Restoring Tables From Tape** To restore County-Maintained Tables from **tape** to an operational System A/36 or AS/400 HD, access Menu PAA015 and follow the steps in this table.

Step	Action	Result
1	On Menu PAA015: <ul style="list-style-type: none"> <li>ENTER "2", "Backup an/or Restore County Maintained Tables"</li> <li>PRESS "Enter".</li> </ul>	Menu PAAA025 will be displayed.
2	On Menu PAA025: <ul style="list-style-type: none"> <li>ENTER "2" to restore</li> <li>PRESS "Enter".</li> </ul>	An informational screen will be displayed prompting you to place the appropriate backup tape in the drive.
3	On informational screen: <ul style="list-style-type: none"> <li>ENTER "1"</li> <li>PRESS "Enter".</li> </ul>	The system will read the tape and create a temporary work file. Another informational screen will be displayed listing the File Name of the work file.
4	<ul style="list-style-type: none"> <li>Screen print informational screen</li> <li>PRESS "Enter".</li> </ul>	System message, "Pause – Creation of Catalog File Finished" will be displayed.
5	<ul style="list-style-type: none"> <li>Answer systems message with "0"</li> <li>PRESS "Enter".</li> </ul>	Informational screen, "Restore County Maintained Tables From Cassette Tape" will be displayed.

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## 5 Backing Up or Restoring County-Maintained Tables Using Tapes (Continued)

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### B Restoring Tables from Tape (Continued)

Step	Action	Result
6	On informational screen: <ul style="list-style-type: none"> <li>ENTER "2"</li> <li>PRESS "Enter".</li> </ul>	An informational screen containing the temporary file name screen printed in step 4 will be displayed.
7	On informational screen, PRESS "Enter".	An informational screen listing these files to be restored will be displayed: <ul style="list-style-type: none"> <li>T.PL.060</li> <li>T.PL.075</li> <li>T.PL.085</li> <li>T.PL.115.</li> </ul>
8	<ul style="list-style-type: none"> <li>Select first file sequence number of the file you wish to restore in the "Enter Item To Restore By Number"</li> </ul> <p><b>Note:</b> Number must be entered as 2 digits. For example: "01" or "03".</p> <ul style="list-style-type: none"> <li>PRESS "Enter".</li> </ul>	The screen containing the files to be restored will be redisplayed, listing the remaining files. If more files are to be restored, repeat step 8.
9	After all files to be restored have been selected, PRESS "Cmd7".	Restoration of files will begin and progress on the restoration will be displayed. After restoration has completed, the message, "End of Restoration" will be displayed.
10	PRESS "Enter".	The message, "Price Support - Administrative Activity", will be displayed.
11	PRESS "Cmd 3".	Menu PAA025 will be redisplayed.

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